Sharing Files in Teams

Overview

You can share files directly in Teams — either in a chat or in a channel. Files shared in channels are stored in SharePoint automatically, making them accessible to all channel members.

Sharing a File in a Chat

1. Open the chat
2. Click the **paperclip (attach)** icon below the message box
3. Select **Upload from this device** to share a file from your computer
4. Or select **OneDrive** to share a file already in your OneDrive
5. The recipient can view or download the file directly in the chat

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Sharing a File in a Channel

1. Open the channel
2. Click the **Files** tab at the top of the channel
3. Click **Upload** to add a file, or drag and drop a file into the window
4. The file is now available to everyone in the channel

You can also post a message with the file attached by using the paperclip icon in the channel message box.

Opening a Teams File in the Desktop App

When you click a file in Teams, it opens in the browser by default. To open it in the full desktop app (e.g. Word or Excel):

1. Click the file to open the preview
2. Click **Open in Desktop App** at the top right

Co-editing a File with Colleagues

Multiple people can edit a file at the same time in Teams. Open the file from the channel Files tab — you will see other people's cursors in real time. Changes are saved automatically.

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